

SUBJECT	ISSUED BY	EFFECTIVE DATE
UTILTIY CONNECTIONS AND DISCONNECTIONS	CITY COUNCIL	August 1, 2005

POLICY STATEMENT:

This policy is to help ensure that city resources are put to economical use by limiting the times that utility connections and disconnections are performed. Pulling crews off a job site to turn utilities on or off is disruptive to the employees schedule and cuts down on productivity.

PROCEDURE:

1. Turn on or turn off activity will occur during the last work hour for public works of each day.
2. Emergency turn on or turn off will be handled immediately. Emergencies are just that, not a convenience. Emergencies are at the discretion of the City Administrator.
3. Delinquent account turn off activity will not occur before 9:00am. This allows time for staff to locate last minute payments through the drop box or the mail.
4. Work orders received during the day will be handled that day or customers can choose to be charged a \$30 rush fee to have the connection or disconnection handled within one (1) hour.

Approved By: _____

William Kraus, Mayor